

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



Box reserved for Personnel Section

		RPA #	C&P Analyst Approval	Date
Employee Name Vacant		Division Administrative Services Division		
Position No / Agency-Unit-Class-Serial 461-233-4800-004		Unit Business Management Branch, Fleet and Asset Management		
Class Title Staff Services Manager I		Location Sacramento		
Subject to Conflict of Interest <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		CBID 1	Work Week Group: E	Pay Differential
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions Under the direct supervision of the Staff Services Manager II in the Facilities Planning Construction and Management Section, the incumbent is responsible for the Fleet and Asset Management Section and supervision of three Associate Governmental Program Analysts, one Office Technician, and oversight of a retired annuitant and one student assistant. Additional responsibilities include supervising DSH Enterprise Fleet, Asset, and Records Management programs including facilities management responsibilities for the Clifford Allenby Building.				
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary.)			
40%	<u>Essential Functions</u> Responsible for the planning, managing, and supervising of DSH Fleet Operations on a statewide basis and departmental liaison with DGS's Office of Fleet and Asset Management, including the development of the annual Fleet Acquisition Plan (FAP); uploading of fleet data to DGS's Fleet Asset Management System (FAMS); administration of vehicle and mobile/off road equipment acquisitions and leasing; state fuel card services, and home storage permits. Creates and maintains an enterprise database for the statewide tracking of fleet assets. Prepares monthly fleet mileage and fuel usage reporting. Additionally, responsible for statewide implementation of Executive Orders B-16-12, B-30-15, ZEV Action Plan and other fleet related state/federal reporting as required. Responsible for DSH asset management programs including receiving operations of non-information technology property, including maintaining applicable policies and procedures, preparation of annual inventories, disposition of surplus property, reconciliation with the general ledger on a monthly basis, CG4 software maintenance and operations, and FI\$Cal asset conversion activities.			
30%	Manage and direct the forms and records management programs ensuring compliance with State Administrative Manual (SAM) and Secretary of State (SOS) CalRIM Handbook. Ensure a statewide virtual forms repository for online resources to procure standardization and access to forms and records for all DSH employees and that staff are following the policies outlined in SAM Section of 1700.			
15%	Administer the Clifford Allenby Building facilities including coordination of office moves and workspace reconfigurations. Liaison to DGS for building issues including attending monthly facility/tenant meetings, reporting building problems and concerns, and tracking. Maintains building issues database.			

10%	Interview, select, train, mentor, and supervise section staff, conduct staff meetings, present training material, provide direction and guidance to hospital fleet liaisons, property controllers and records management SMEs throughout the department. Participate in on-going process improvements in all phases of the departmental fleet and asset management processes.
5%	<p><u>Marginal Functions:</u></p> <ul style="list-style-type: none"> • Supports the Business Management Branch as the back-up supervisor for FPCM functions as necessary. • Participates as a team member in the development and implementation of the ZEV Action Plan and other managerial duties as required. • Other SSM I duties as required.
Other Information	<p>Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to always maintain confidentiality.</p> <p>The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.</p> <p>Majority of the essential functions of this position may be performed via telework and/or with flexible scheduling. Consistent with Policy Directive 5338, Telework may be considered with prior approval from management. If approved, incumbent is expected to provide in-office coverage on a rotational basis, and attend a variety of face-to-face meetings, and/or may travel throughout California as needed, with prior notice.</p> <p>I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>_____ Employee's Signature</p> </div> <div style="width: 45%;"> <p>_____ Date</p> </div> </div> <p>I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>_____ Supervisor's Signature</p> </div> <div style="width: 45%;"> <p>_____ Date</p> </div> </div>